

INSTRUCTIONAL ASSISTANT

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides support to teachers in the instruction of students; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Provides support to teachers in the instruction of students in accordance with FCPS standards. Perform a variety of tasks including providing instructional and diagnostic support; assisting with behavior management; and supplementing the efforts of the classroom teacher by providing one on one and/or small group instruction when appropriate.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists teacher with planning instruction sessions/projects and evaluating their effectiveness;
- Supervises class when teacher is out of the classroom;
- Supervises students one on one or in small groups and provides supplemental instructions when appropriate;
- Monitors the behavior of students; encourages good behavior; responds to inappropriate behavior with appropriate disciplinary measures if needed; conducts classroom in a manner that reinforces a positive atmosphere;
- Monitors students in the cafeteria during lunch, in the hallways, and in the bus and carpool areas.
- Accompanies classes/students to/from special events or designated places in the school; assists with the instruction of emergency procedures.
- Ensures that students have the required materials needed to complete work assignments.
- Assists teacher with observing and recording developmental progress, child behavior, health, and other concerns;
- Assists teacher in data collection to inform instructional decisions.
- Maintains a daily schedule with a predictable routine.
- Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Participates in trainings and staff meetings as assigned.
- Attends and chaperones field trips as assigned.
- Performs various clerical duties as needed; makes copies, lists, summaries, etc. and types materials; maintains student files; generates reports; assists teacher in developing classroom display and instructional materials; maintains and operates various pieces of equipment used to facilitate the learning process such as listening devices, visual aids, etc.; maintains class files.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals as necessary.
- Assist teacher in developing and maintaining the physical environment of the classroom that is conducive to effective learning.
- Cooperates with other members of the staff in planning instructional goals, objectives and methods. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
- Encourages students to set and maintain high standards of classroom behavior.
- Maintains and upholds School policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the ability to successfully engage children and foster physical, emotional, cognitive and social development; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

High school diploma or GED; supplemented by 6 months previous experience and/or training involving working with children; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.